

**PAY FOR PERFORMANCE
RATING/AWARD UPLOAD
TECHNICAL USER INFORMATION**

Actions 147 and 148 are new features of the EMPLOYEE system (EMPL) and allow for an automated batch upload of performance rating and award data. These two action codes have been developed to eliminate the manual intervention that was required during the first year of the Performance Based Pay implementation. Action 147 edits the performance rating and award data and produces an error report, which is routed to a local printer. Action code 147 may be entered as often as required. Action 148 edits the performance rating and award data **and** updates EMPL with the accepted records. Action code 148 **must** only be run once, after all testing is complete and all records are correct and ready to be updated into EMPL.

Performance award data is collected from the various performance pay systems that have been implemented by state departments. The user agencies are responsible for the creation of files in a format specified by the Department of Personnel and Administration, Technology Management Unit (DPA-TMU). The user agency, using an FTP process, will send the file to the Division of Information Technology (DoIT) Computing Services mainframe computer where the EMPL system resides. Once the file has been sent to the mainframe, the user signs on to the EMPL system and enters either a 147 action to validate performance rating and award data or a 148 action to validate performance rating and award data **and** update the EMPL database.

The user agency is responsible for initiating the FTP process that sends the input file to the mainframe, making it available to the EMPL 147 and 148 actions.

User agencies will be responsible for obtaining the appropriate security to perform the FTP to the DoIT-Computing Services mainframe. User agencies will also be responsible for developing the internal procedures to accomplish the FTP to include researching, obtaining, installing, and troubleshooting any software that might be required to complete the process. Contact the *DoIT - Service Center at (303) 239-4357* to request the appropriate access to perform an FTP and access to TSO. The Division of Human Resources/HR Support Help Desk can be reached at (303) 866-4220 and will provide the security access to the specific **files** that will be uploaded.

The name of the input file that is sent to the mainframe via FTP will be 'G.PAYFPERF.UPLOAD.xxx', where xxx is the agency code of the user agency. For example, the dataset name for a performance award upload file from the Colorado Department of Transportation would be 'G.PAYFPERF.UPLOAD.HAA'. The FTP process will require that this name be specified and this naming convention be used in order to make the file available to the edit and update actions (147 and 148) in EMPL. The FTP process should allow for the user to elect to either append the file being sent to an existing file or to have the file being sent overlay an existing file. For the '147' action, if the performance award file is sent repeatedly to the mainframe using an append option, the same records will be processed multiple times, as many times as the file was sent as appended. This results in unnecessary processing and costs. **In general, the overlay option should be used.** Also, the file must be sent with 'carriage return and line feed'

CR/LF. This causes the file to be sent as distinct, fixed length records rather than as one long record or data stream. Processing cannot occur if this is not specified correctly. At no time, should the file 'G.PAYFPERF.UPLOAD.xxx' be deleted from the mainframe. This will result in the file being unavailable to the FTP process, which can only be corrected by submitting a request to DHR, HR.Support@state.co.us. The request must then be forwarded to DPA/TMU for processing.

Once the FTP has been completed successfully, the data will be available to the 147 and 148 actions. The processing and outputs are explained as follows.

ACTION 147- generates JCL (Job Control Language) using user sign-on information to assemble dataset names for the performance rating/award input file, exception files, and error report. This action edits the input file. The data must meet the same requirements and pass the same validity edits as data that would be entered through a 142 action - Performance Based Pay - Base/Non-Base/Non-Monetary Award. The 147 action code will be available at any time for preliminary verification of performance award data.

ACTION 148- generates JCL (Job Control Language) using user sign-on information to assemble dataset names for the performance rating/award input file, exception files, and error report created in the edit and update programs. The JCL will execute the edit and update programs and generate two reports which are routed to a local printer associated (in EMPL) with the user who is signed on to perform the 148 action. This action edits the input file. The data must meet the same requirements and pass the same validity edits as data that would be entered through a 142 action - Performance Based Pay - Base/Non-Base/Non-Monetary Award. A report is generated which describes each error encountered and prints the input field which is in error. Records which pass the validity edits are written to an accepted record file and passed to the last step in the process, the update program. The update program performs additional edits and generates a second error report, which is routed to a local printer. The 148 action will be available for a limited number of days each year during the fiscal year end processing period. This is to ensure that the 148 update action is entered in the proper sequence. These dates will be communicated to EMPL users each year as part of the regular year end processing notification.

Error Correction and Job Resubmission

The JCL output of the job, which is submitted as a result of entering either the 147 or the 148 action, may be viewed on the mainframe via TSO option F (Flasher). The name of the job is GFP4Pxxx, where xxx is the agency id of the user agency. The original input file may be edited to correct errors on the mainframe via TSO option 2.

Once the original input file is corrected and all records pass the 147 action edits, a 148 action may be entered. In the event that the 148 action identifies additional errors, the original input file must be corrected and any records that successfully updated EMPL deleted from the file. **DO NOT resubmit a 148 action using a file that contains records that have already updated EMPL. This will result in duplicate actions being posted to an employee's record.**